

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

## PART I - Position Description

1. Agency Name Dept for Children and Family Services		9. Position Number K0206136		10. Budget Program Number 29303	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Human Service Counselor		
3. Division West Region			12. Proposed Class Title		
4. Section Integrated Service Delivery			13. Allocation		
5. Unit Career Development Center / Rehabilitation Services			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City: County			15. By Approved		
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp 100%			16. Audit		
			Date: By: Date: By:		
8. Regular Hours (circle appropriate time) From: 8:00 AM To: 5:00 PM			17. Position Reviews Date: By:		
PART II - Organizational Information			Area for use by Personnel Office		

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position has the responsibility for planning, coordinating, and conducting assessment services in the Region of DCF. This position provides Vocational Assessment services to individuals who experience barriers to their employability. These services facilitate planning and further service provision which helps each individual overcome these barriers. Understands, promotes and respects the concept of integrated service delivery through the use of integrated service teams, promoting the concept when appropriate. Understands and acknowledges how their line of business supports the work of integrated service delivery staff. Willingly serves as a resource for integrated service teams.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Dennis Ford

Title:

Position Number:

Who evaluates the work of an incumbent in this position.

Name:

Title:

Position Number:

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee is allowed considerable latitude in completing assigned work. Written CDC procedures, DCF, and RS policy manuals are available to provide guidance. General outlines of the work to be performed are presented in writing and orally.

d) Which statement best describes the result of error in action or decision of this employee.

- ( ) Minimal property damage, minor injury, minor disruption of the work flow.  
(X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.  
( ) Major program failure, major property loss, or serious injury of incapacitation.  
( ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed ). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position.

\*The description of how to work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability

No.	%	E or M	
			Vocational assessment is a technical service designed to gather career/employment related information with individuals that will assist and empower them in making decisions about vocational options.
1.	35	E	Provides a variety of vocational assessment services to consumers for the purpose of gathering information which will facilitate career planning. The employee will administer standardized tests and work samples, interview and counsel with each consumer, and observe and record behavioral information. Standardized procedures will be followed as outlined in test/work sample manuals. Behavioral information will be acquired from direct observation and interviews with support staff, employers or instructors. Communicates this information to caseworkers and field staff. Supervisor will conduct periodical case reviews to determine that services provided are consistent with assessment plan and derived outcomes.
2.	30	E	Analyzes information gathered during the assessment process for the purpose of drawing conclusions and making recommendations concerning vocational objectives and service needs for each consumer. Scores and interprets test and work sample results utilizing instrument manuals. Reviews occupational information to determine possible job matches and to research wage projections and job availability. Considers each consumer's strengths, resources, priorities, concerns, abilities, capabilities, and informed choice. Supervisory case reviews will be made to determine if conclusions are supported by data and are rational.
3.	15	E	Develops an appropriate assessment plan for each consumer which will meet the needs of the individual and the referral source. The employee will review available medical, psychological, social, and vocational reports, and directly consult with the referral source in each case. The final assessment plan, including specific objectives, is developed jointly with the consumer. Modifications in plans are made whenever circumstances warrant. Plans are periodically reviewed by the supervisor to determine if planned services are appropriate, given the assessment objectives.
4.	10	E	Reports assessment results to consumer and referral source through an exit conference and by preparing a written discharge summary. The employee will prepare a written draft of the report or do so through oral dictation, utilizing a standard report format. Supervisor selects random reports to review for clarity compliance with format, and timeliness. Employee uses e-mail and/or phone on a weekly basis if there are delays in meeting time lines.
5.	5	E	Contributes to the development, cohesion, and productivity of a team of Rehabilitation staff. Attends and actively participates in CDC and RS staff meetings. Cooperates with and communicates effectively, with team members. Demonstrates understanding and support for agency/team vision, mission, goals, and objectives. Supervisor evaluates performance through observation and during team meetings, monthly conferences, and daily interaction with peers.
6.	5	M	Locates job tryout sites in consumers' home communities in order to provide appropriate assessments. Supervisor is updated on new sites.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

An error, delay, and/or omission in action or decision of this employee, could result in a disruption of direct consumer services and in outcomes less than desired for the consumer and referral source. A loss of creditability for the agency and Counselor and possible liability could also occur.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others  
 ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
 ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title**

**Position Number**

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts are made with consumers, referral sources, other DCF employees, and community service providers for the primary purpose of coordination of service delivery. Contacts may also involve interviewing, counseling, marketing, and formal public presentations.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves normal everyday hazards or discomforts typical of offices, meeting or training rooms, or libraries. Frequent travel to community-based service sites can be expected. Occasionally this position may become the target of frustration and/or anger of consumers. Evaluation equipment and supplies must be transported from office to office to complete client assessments.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Personal computer, including e-mail (daily), computerized test-scoring equipment (weekly), state-owned automobiles (1-3 times per week), dictation equipment (occasional), standardized work samples (weekly), telephone/voice mail (daily), scanner (weekly).

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### **PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Six years of experience in Rehabilitation field or equivalent.

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28. SPECIAL REQUIREMENTS:

- A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).
- B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.
- C. List preferred education or experience that may be used to screen applicants

Preference would be given to individuals with education backgrounds emphasizing "vocational assessment" or practical work experience in this same field and those possessing the CVE credentials.

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29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

The work requires light physical exertion, including handling activities of such items as books and file folders, and frequent computer keyboarding. Employee will be expected to frequently travel outside their duty station and see that assessment materials are transported to and from each site. Daily use of personal computer is required.

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30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

The employee will comply with all safety/security procedures outlined in RS Policy Manual. The employee will comply with all safety/security procedures outlined by the State of Kansas and the DCF Region.

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### **PART IV - Signatures**

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Signature of Employee

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Date

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Signature of Personnel Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or Appointing Authority

\_\_\_\_\_  
Date